Request #:

JSI Tracker # / Est. Cost:

TI #
$

FullCourt or Jury Change Request Form

Requestor: _____ Date: _____

Court Name: _____

CHANGE TO:

☐ FullCourt Case Management   ☐ FullCourt Jury Management

TYPE OF CHANGE:

☐ Upgrade   ☐ Patching/Bug Fix   ☐ Enhancement

CHANGE DESCRIPTION (please be as descriptive as possible):

1

OAC IT MANAGEMENT RESPONSIBILITIES:

IT Mgmt Review – Validation of Request (**Date**):	
Request to JSI for Specification Details & Cost (**Date**):	
JSI Estimated Cost:	**$**
JSI Tracker Number:	**Tracker #**

CHANGE MANAGEMENT GROUP RESPONSIBILITIES:

Tracker Modification Approved (**Y/N**)　(**Date**):	
Priority Assignment (**Low, Medium, High**):	
Modification Approval to JSI (**Date**):	

OAC IT STAFF RESPONSIBILITIES:

FC Update Received **Date** (from JSI):	
FullCourt Build (Version #):	
Tested **Dates:**	
Release **Date:**	